

**CITY OF WASILLA
ORDINANCE SERIAL NO. 07-14**

AN ORDINANCE OF THE WASILLA CITY COUNCIL AMENDING WMC 3.65.020, COVERAGE, USE, ACCRUAL AND OTHER ASPECTS OF PTO, TO PROVIDE FOR CASH PAYMENT OF AN EMPLOYEE'S ACCRUED AND UNUSED PTO UPON TERMINATION OF EMPLOYMENT, AND RATIFYING THE CITY'S PAST PRACTICE OF MAKING SUCH PAYMENTS.

* **Section 1. Classification.** Section 2 of this ordinance is of a general and permanent nature and shall become part of the city code.

* **Section 2. Amendment of subsection.** Subsection L of WMC 3.65.020, Coverage, use, accrual and other aspects of PTO, is amended as follows:

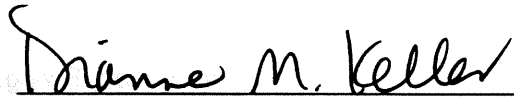
L. Termination of Employment. Once final notice has been submitted, a resigning employee is not permitted to use any PTO during the final two weeks of work. The mayor in his or her sole discretion may elect to allow an employee to use PTO in lieu of performing services during the final two weeks of work. **The employee shall be paid for the employee's accrued and unused PTO that has not previously been forfeited or cashed out under subsection J of this section, at the salary rate which is being received by the employee on the last day of employment.**

* **Section 3. Ratification.** All previous payments of accrued PTO to employees upon termination of employment in accordance with the terms of the amendment to WMC 3.65.020.L in Section 2 of this ordinance are hereby ratified and confirmed.

* **Section 4. Effective date.** This ordinance shall take effect upon adoption by the Wasilla City Council.

Bold and underline added. [CAPS AND BRACKETS, DELETED.]

ADOPTED by the Wasilla City Council on April 9, 2007.



DIANNE M. KELLER, Mayor

ATTEST:



KRISTIE SMITHERS, MMC
City Clerk

[SEAL]

Bold and underline added. [CAPS AND BRACKETS, DELETED.]



**CITY OF WASILLA
LEGISLATION STAFF REPORT**

RE: Ordinance Serial No. 07-14 Amending WMC 3.65.020, Coverage, Use, Accrual and Other aspects of PTO to provide for cash payment of an employee's accrued and unused PTO upon termination of employment.

Agenda of: March 12, 2007

Date: March 1, 2007

Originator: Community and Economic Development

Route to:	Department	Signature/Date
	Police Youth Court, Dispatch, Code Compliance	
	Culture and Recreational Services Library, Museum, Sports Complex	
X	Public Works & Recreation Facility Maintenance	
X	Finance, Risk Management & MIS Purchasing	<i>Justin Collins 3-1-07</i>
X	Deputy Administrator Planning, Economic development, Human Resources	<i>S. Hardy 03-01-07</i>
X	City Clerk	

REVIEWED BY MAYOR DIANNE M. KELLER:

Dianne M. Keller

FISCAL IMPACT: yes or no

Funds Available yes no

Account name/number:

Attachments: Draft ordinance 07-14

SUMMARY STATEMENT:

When an employee terminates his or her employment with the City, it has been the City's past practice to pay them for any accrued and unused Paid Time Off (PTO). The proposed amendment to 3.65.020 Section L will codify this past practice. It good public policy to incorporate this type of past practice into code because accrued and unused PTO has a cash value to each employee based on their current rate of pay. By incorporating this past practice into the Wasilla Municipal Code, employees will be confident that there would be advanced notice and a public process that they could participate in before there could be a change that might affect the value represented by their accrued and unused PTO.

RECOMMENDATION

I respectfully recommend that WMC 3.65.020(L) be amended to incorporate the City's practice of paying employees at the time they leave City employment for accrued and unused PTO that has not be previously forfeited or cashed out.

